

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SOLID WASTE MANAGER  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs administrative and supervisory work in the coordination of the City's solid waste management and recycling programs. Employee reports to the Assistant Public Works Director and/or Public Works Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class serves as the administrator in charge of designing, directing and coordinating the daily operations of the City's solid waste management operations, and recycling and beneficial fill programs. Work involves coordinating daily operations, ensuring compliance with relevant local and state regulations, supervising solid waste employees and outside contractors, and planning for future solid waste needs. Employee must exercise considerable tact and courtesy in frequent contact with the general public and news media. Employee is exposed to the usual hazards and unpleasant working conditions associated with solid waste work. Work is performed with considerable independence under limited supervision of the Public Works Director and Assistant Public Works Director and is evaluated through assessment of the efficiency and productivity of the Division and the completeness with which services are provided.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Supervises a staff of professional, technical, and clerical personnel, ensuring adherence to established policy and ensuring assigned jobs are completed accurately, and using proper procedures and safety precautions.

Directs area supervisors and other division coordinators in the dispatch and operations of personnel and equipment related to solid waste collection and disposal.

Plans, directs, and coordinates the work of employees in the daily management of solid waste, construction and demolition debris, yard waste, recycling, and special goods collections.

Directs, monitors and oversees recycling contract.

## **SOLID WASTE MANAGER**

Coordinates and assists various agencies involved in City clean-ups.

Coordinates the Adopt-A-Street Program, providing guidance and collecting materials.

Prepares annual Sanitation and Recycling Program budgets.

Directs enforcement of state and local ordinances with regard to solid waste collection and disposal.

Coordinates solid waste management programs with County, private waste haulers, environmental groups, and the general public.

Develops and implements long and short term goals for the Division.

Negotiates and administers contracts.

Maintains up-to-date knowledge of the current literature, trends, and developments in the field of solid waste management; attends meetings and conferences for information and professional development; coordinates and leads meetings with subordinate employees.

Responds to inquiries from City employees and residents regarding solid waste disposal.

Maintains accurate, complex records and logs and prepares periodic reports.

## **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the current literature, trends, and developments, in the fields of solid waste disposal.

Thorough knowledge of the state and local rules, regulations, and ordinances regarding solid waste management.

Thorough knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the tools, materials, and supplies used in the collection and disposal of solid waste as well as the repair and maintenance of department vehicles and equipment.

Considerable knowledge of recycling trends and collection techniques.

Considerable knowledge of the methods and techniques of a multi-faceted, modern sanitation collection program.

Considerable knowledge of the methods and techniques of a modern sanitation and recycling program.

## **SOLID WASTE MANAGER**

Considerable knowledge and the ability to use computer-driven software and application programs such as Microsoft Word, Excell, PowerPoint, Outlook, and the Internet.

General knowledge of the occupational hazards and the proper safety precautions involved in operating heavy motorized equipment.

Ability to direct and coordinate the work of employees and contracted workers.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to maintain work records and prepare reports of activities.

Ability to effectively express ideas and communicate both orally and in writing.

Ability to establish and maintain effective working relationships with officials, employees, and the general public.

Ability to speak before citizens' groups and represent the City favorably.

Ability to coordinate with other City departments as needed for special events and projects.

Ability to respond effectively to citizen complaints.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in waste management or related field, with Master's degree preferred, and 5 to 7 years of progressively responsible solid waste experience including supervisory experience; grant writing and report preparation and teaching preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the State of North Carolina at the time of hire or within six (6) months of date of hire.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

## **SOLID WASTE MANAGER**

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 23  
Exempt